



# ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE




## School Emergency Drill Form

### ADDAMS Elementary

(Name of School)




#### EVACUATION/FIRE DRILLS

Evacuation of all staff, students, and visitors from the building

Required Emergency Drill Type	Date	Time	Administrator's Signature
Fire Drill # 1	9/18/23	2:30 PM	
Fire Drill # 2	10/10/23	10:15 AM	
Fire Drill # 3	10/25/23	9:45 AM	
Fire Drill # 4			
Fire Drill # 5			

#### EMERGENCY DRILLS

Lockdown—Internal safety procedures for all staff, students and visitors

Required Emergency Drill Type	Date	Time	Administrator's Signature
Lockdown Drill # 1	9/12/23	1:15 PM	
Lockdown Drill # 2	11/3/23	9:35 AM	
Lockdown Drill # 3	1/30/24	2:40 PM	

#### TORNADO DRILLS

Internal take-cover safety procedures for all staff, students, and visitors

Required Emergency Drill Type	Date	Time	Administrator's Signature
Tornado Drill # 1			
Tornado Drill # 2			